

Payroll Deduction Payment Agreements for State Employees

Payroll Deduction Payment Agreement Process:

1. DOR courtesy non-filer and delinquency notices are mailed to employee home addresses. State employee requests payment agreement (Agreement) from DOR.
 2. DOR generates Agreement based on DOR guidelines (12 months, equal installments) and sends to state employee.
 3. State employee signs Agreement and takes to Payroll/Personnel office.
 4. Payroll/Personnel office enters payroll deduction information into SAMII-HR with deduction type REVTA, and deduction plan being the earliest year on the agreement. A complete listing of deduction codes may be found at <http://www.mo.gov/mo/samii/hr/hrp&p/db.html> (Please contact Libbie Farrell in Division of Accounting if a deduction plan is not listed.)
 5. Payroll/Personnel office completes bottom part of Agreement and sends to DOR at the following address:
Taxation Bureau
Personal Tax, Room 330
Harry S Truman Building
Attn: Payment Processing Section

Or fax to 573-522-1271
Attn: HB600 Payment Agreement
 6. DOR updates records of Agreement being final. (NOTE: State employee is not in compliance with Section 105.262 RSMo until Agreement is received by DOR from the Payroll/Personnel offices.)
 7. Tax Compliance letter is issued the following business day after DOR updates their records.
 8. DOR will report accounts paid in full on MOBIUS report DT28272, IND Income Tax Payroll Deductions Stop Payment agreement. This report is available approximately 2 business days after each pay day.
 9. Payroll/Personnel office reviews each MOBIUS report DT28272 and expires the REVTA deduction for employees listed on the report.
- Notification to agencies from DOR of state employees who do not comply with DOR will be in mid-February. Agencies must notify employees of delinquency and the 45 days to comply as condition of continued employment.
 - Agencies should notify Kelly Horstman at Kelly.Horstman@dor.mo.gov of their agency notification date (to their employees). DOR will produce a 45-day and 55-day Non-compliant report for the agencies.
 - Annual or Comp Leave Payouts at termination are subject to withholding. Contact Kelly Horstman to determine outstanding amount due and agency will enter 1DED against the payout amount.
 - Questions regarding payroll deduction agreements should be directed to Individual Income Tax at 751-8913 or 751-7202.